

## PREFACE

“This **PASS 100% COMPUTER PRACTICAL** has been compiled to assist learners prepare for Computer Studies Practical examinations. It contains a series of Word processing, Spreadsheets, Computer Presentations and Databases theory practical procedures and guiding questions targeting particular package skills that have been collected and moderated by a number of ICT professionals. The computer studies practical paper is a paper 2 with **two** sections;

### **Section A (40 Marks)**

This section is compulsory and questions are drawn from **Word Processing and Spreadsheets**

### **Section B (60 Marks)**

This section consists of **three** (3) equally weighted questions of which a candidate attempts **two** (2) questions, each carrying **30 marks**. The questions are drawn from **Databases, Web Design and Computer Presentations**.

Users of this Pass 100% Computer Practical should remember that each instruction requires one to demonstrate a skill asked for. For example, double underline the first paragraph.

In this case, a user has to demonstrate knowledge of double underlining. It is important that each instruction is attempted before moving on. A user who skips an instruction means he/she is not fully aware of the procedure.

I therefore encourage users of this Pass 100% Computer Practical to always consult where possible from instructors, teachers so as to complete each instruction fully.

I am pretty confident that this Pass 100% Computer Practical shall enable computer users accustom to necessary computer literacy skills. For any query, advice or contribution, kindly refer to:

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## **GENERAL INSTRUCTIONS TO USERS**

To understand and memorize the following package exercises, remember these golden instructions:

- a) Use a correct application e.g. word-processing exercises, use any word processing application e.g. **Ms. Word**.
- b) Avoid using **self-help wizard** for any application.
- c) Save your work after every **five minutes**.
- d) Attempt instructions in sequence i.e. from the first to the last but not last to first or any other orders you would prefer.
- e) **Eject** your storage medium after successfully completing a day's work. **Do not** eject midway saving because this can damage your drive and storage device.
- f) While using a **CD – ROM** Recordable, consider using a Window's writing wizard or a professional CD writing software like Nero with multisession writing to enable you add other files on a CD-R.
- g) Do not **MOVE** your storage device to various machines, stick to one machine and remember to virus scan and update the antivirus program.
- h) Do not **SHARE** your storage device with other users.
- i) Avoid using old storage devices, you will be disappointed!
- j) Do not save **SHORTCUTS**.
- k) **IF IN DOUBT, ASK**. Do not copy a friend's work.

## **MYTHS ABOUT COMPUTER PRACTICAL EXAMS**

Many candidates have expressed fears and false belief about computer studies practical exams. Some of which include:

- a) When one uses **office 2007**, the work looks professional and fetches more marks than lower versions.
- b) Examination time is not **enough** to enable a candidate complete the paper.
- c) When you use a flash disc, it will show that you are modern.
- d) When you save a shortcut, that file will open in another computer.
- e) A Compact disc Recordable can be used only once. One can't write onto it another time.
- f) Power point fetches more marks if you use many effects.
- g) Database and spreadsheets are difficult. No one can obtain total marks if he / she attempted them.
- h) Word processing and presentations are obvious applications.
- i) A difficult instruction will attract a free mark.
- j) Older versions of office cannot open in newer versions.
- k) Computer practical does not require notes and practice, it is inborn.
- l) A slow candidate can never finish the exam.

All these and more are wrong. Learn better practices that will enable you pass this paper very well. These false beliefs do not exist in this paper. The only answer is "**DO A LOT OF PRACTICE**".

## **APPLICATION EXPECTATION**

### **WORD-PROCESSING:**

- a) Use correct application software.
- b) Demonstrate knowledge of a word processing application.
- c) Attempt all instructions.

### **SPREADSHEETS:**

- a) Use correct application software.
- b) Nest a formula from the given set of data. Do not use a calculator and then feed in the results.
- c) If asked, populate a correct type of graph. This graph should have a title, legend, x and y axes labels.
- d) Format the spreadsheet as asked.
- e) Follow instructions as given by the teacher.

### **PRESENTATIONS:**

- a) Use correct application software.
- b) Each slide must have a title.
- c) Use relevant color themes.
- d) Use minimal effects and animation.
- e) Use clips that are relevant to the topic being discussed.
- f) For automated presentations, use realistic timings 3-5 seconds
- g) For manual slides, link your action buttons to relevant slides if asked.
- h) Where a header is required, print your presentation in handouts.
- i) Follow other instructions as given.

### **DATABASE MANAGEMENT:**

- a) Use correct application software.
- b) Use correct data types to avoid wrong query, forms and reports in future.
- c) Save each database object in your database.
- d) Each table should have a primary key.
- e) Insert a foreign key if more than one table is used to form a table relationship.
- f) Format your data type with appropriate mask symbols e.g. @ for text, # for digit entry, e.t.c. if necessary.
- g) Practice how to insert footer and header in your form and report respectively.
- h) For a query, use the appropriate criteria.
- i) Generate a correct formula to return a required response in the query, form and report where necessary.
- j) If a form is required, use it to enter data into a table where applicable.
- k) Attempt all the instructions as given.